

**LOCAL WORKFORCE INVESTMENT AREA
GUARD AT HOME PROGRAM
SCOPE OF WORK**

PROGRAM YEAR 2006

INTRODUCTION:

The Missouri 93rd General Assembly passed and the Governor signed into law House Bill No. 1787. This bill amended chapter 620, RSMO by adding thereto one new section relating to the Guard at Home program with an emergency clause. 620.515.1. This section shall be known and may be cited as the Guard at Home program.

PURPOSE:

The Guard at Home program is to assist the spouse of an active duty National Guard or Reserve component service member to address immediate needs and employment in an attempt to keep the family from falling into poverty while the primary income earner is on active duty; and

Assist returning National Guard or Reserve troops with finding work in situations where an individual needs to rebuild business clientele or where an individual's job has been eliminated while such individual was deployed.

PROCEDURES:

The Division of Workforce Development (DWD) has revised the Workforce Investment Act (WIA), working definition of Dislocated Worker/Displaced Homemaker (DWD ISSUANCE 13-99 CHANGE 2) to include the following:

Displaced Homemaker means an individual who has been providing unpaid services to family members in the home and who:

- Has been dependent on the income of another family member but is no longer supported by that income; and
- Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

The spouse of an active duty National Guard or Reserve component service member is considered to have met the first criteria above.

- I. In order to be eligible for Guard at Home WIA Displaced Homemaker services the “eligible” spouse must meet the following criteria:
 - (a) The primary income earner was called to active duty in defense of the United States for more than four months;
 - (b) The primary income is no longer available;
 - (c) The family is experiencing significant hardship due to financial burdens; and;
 - (d) The family has no outside resources available to assist with such hardships.
 - (e) Returning National Guard and Reserve troops who meet the following criteria should be enrolled in the WIA Dislocated Worker program. Tracking of these individuals in Toolbox should be done by using the Guard at Home 25% funding source criteria.
 - (1) Returning National Guard and Reserve troops who need help with finding work in situations where an individual needs to rebuild business clientele; or
 - (2) Where the individual’s job has been eliminated while such individual was deployed.
- II. Services that may be provided to the family will be aimed at ameliorating the immediate crisis and providing a path for economic stability while the income of the National Guard or Reserve member is not available due to the active military commitment. Services may include but not be limited to the following:
 - (a) Help paying daycare cost to pursue training and or employment;
 - (b) Help covering the cost of transportation to training and or employment;
 - (c) Vocational evaluation and vocational counseling to help the individual choose a visible employment goal;
 - (d) Vocational training to acquire or upgrade skills needed to be marketable in the workforce;
 - (e) Paid internships and subsidized employment to train on the job;
 - (f) Job placement assistance for those who don’t require skills training;
 - (g) All services available in the WIA program including Core, Intensive, and Training;
 - (h) These services and funding may be combined with other partner services and funding sources to meet the above objectives;
 - (i) In addition, the Guard at Home program must seek out local agencies to provide financial assistance to families facing financial crisis from overdue bills due to reduced income after the deployment of a spouse. (See discussion of match below).

III. PROVISIONS OF SERVICE:

DWD will revise the Workforce Investment Board's (WIB) WIA contract to include this Scope of Work. The WIBs must use the following criteria in contracting with service providers for the Guard at Home program:

- (a) They must be community based not-for-profit agencies which have significant experience in job training, placement, and social services;
- (b) Providers with extensive experience providing such services to veterans and implementing contracts with veteran organizations such as the Department of Veterans Affairs;
- (c) Providers which have attained the distinction of being accredited through a national accreditation body for training and or human services;
- (d) Providers which are able to provide a twenty percent (20%) cash match to the program either through direct expenditures or identified expenditures from other agencies. It is the intent that these funds be primarily used to meet the financial assistance outlined in II. (i) above. (WIA funds may not be used for the twenty percent (20%) match either through indirect or direct contributions);
- (e) Providers with experience in the region;
- (f) The Department of Economic Development, Division of Workforce Development, shall structure the contract such that payment will be based on delivering services described in this section as well as performance to guarantee the greatest possible effectiveness of the program; as such
 - (1) WIBs shall, in consultation with the service provider, determine target goals for the program and submit regular reports on the status of the program goals;
 - (2) The WIBs must track expenditures for the Guard at Home program, and submit monthly reports on these expenditures in a format as to be determined by DWD.
- (g) Regions receiving less than \$25,000 in Guard at Home funding are not required to do a competitive procurement but may utilize their existing WIA Dislocated Worker program operator(s).

IV. EFFECTIVE DATES:

Because of the important nature of this program to the health and welfare of Missourians, this law becomes effective July 1, 2006. The Department shall make every reasonable effort to ensure that the Guard at Home program is serving families by August 1, 2006.

V. PERFORMANCE REPORTING:

The Department of Economic Development shall prepare a report on the operations and progress of the program to be delivered to the Speaker of the House of Representatives and the President Pro Tem of the Senate no later than January 1, 2007.

VI. TOOLBOX INSTRUCTIONS:

- (a) All participants in the Guard at Home program shall have a completed GreatHires registration and Staff Assisted Record prior to enrollment in the WIA Dislocated Worker program;
- (b) All services provided to the Guard at Home participants shall be identified with the funding source GUARD AT HOME 25% FUNDS.
- (c) Additional services to accommodate the required Guard at Home services will be made available in Toolbox.

VII. UNDEREXPENDITURE AND RE-ALLOCATION

DWD will examine expenditure rates in December and may redistribute any under utilized resources to other regions projecting to exhaust their resources.